

ADMINISTRATIVE - INTERNAL USE ONLY

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*Personnel*

MEMORANDUM FOR: Deputy Director for Administration  
Deputy Director for National Foreign Assessment  
Deputy Director for Operations  
Deputy Director for Science and Technology  
Chairman, Executive Career Service Board

FROM : F. W. M. Janney  
Director of Personnel

SUBJECT : FY 1979 Annual Personnel Plan, Phase II

1. As you are aware, the Annual Personnel Plan (APP), is now prepared in two segments. Phase I is the goal setting for the upcoming fiscal year and Phase II is the evaluation of the goals of the previous fiscal year. Forwarded herewith are the report forms for the FY 1979 APP, Phase II, the evaluation of FY 1978 goals. Most of the forms are self-explanatory but specific instructions are provided where clarification may be needed.

2. The forms are prepared in a format which permits the tracking of the individual goals and achievements of year subgroups, as well as the collation into a Career Service report. "Total" lines on page 1, when compiled for the Career Service as a whole should include only the Career Service and Agency losses and gains, but we ask the data for the Subgroup losses and gains be included on the page to give management an idea of the amount of movement of a permanent nature within a Career Service. It is requested particular attention be paid to the report on rotational assignments, both intra and inter. The computer statistics for this information is a GAP report and includes all rotational assignments which were in existence during the fiscal year. This is valid for the reports on page 5 which are intended to reflect the number of all such assignments in existence during the period covered by the reports.

3. Statistics for professional employees in any of the reports may be adjusted from the computer runs to include professional trainees who may carry a clerical category code because of a training or development assignment in a clerical slot. Arrangements are being made for such employees to be identified on the records as "Professional Trainees" but the program is not yet in operation.

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4. It is requested that a brief summary of your analysis of the data be included in the transmittal memorandum, explaining any shortfalls in reaching the goals, noting achievements in minority and women professional employment and advancement, identifying offices with particular successes or particular problems. Large personnel movements occasioned by functional changes should be specifically identified. The APP statistics are used during the year for numerous studies and reports on Agency personnel, and analysis by the Career Services insures we are using the same data base and are providing accurate information and correct interpretations of the statistics.

5. The completed APP, Phase II reports are due in the Office of Personnel no later than 2 February 1979. Please submit the Career Service collated reports in two copies, with one copy of each Sub-report.

/s/ E. W. M. Janney

E. W. M. Janney

**Attachments**

**Distribution:**

- Orig & 1 - DDA, w/atts.
- 1 - Each other adse, w/atts.
- 2 - D/Pers, w/atts.
- 1 - OP/RS, w/atts.

STATINTL

OP/P&C/RS/ [REDACTED] :cmc (18 Dec 78)

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AIDS AND GUIDANCE FOR PREPARATION OF  
THE FY 79 APP REPORT (PART II)

OVERALL: Do not adjust goals your components established on the FY 78 APP, nor any of the historical data for FY 77 or prior years.

Page 1

When this page is used by the Career Service Subgroups, the Losses and Gains will include all three types of losses and gains on Page 1a. This provides a basis for Career Service review of personnel movement as it affects the individual offices. In developing the Career Service APP, however, this page will summarize only the losses and gains for Career Service and for the Agency. (Lines 3 and 4 & 7 and 8 of Page 1a.) The Office of Personnel will develop the Agency Loss and Gain statistics from the Career Service submissions, e.g., Lines 4 and 8 only on Page 1a.

Line 1 data should be taken from Line 1 on Page 1 of the FY 78 APP. This data is not to be adjusted. It is historical data.

Line 2 will be the same as Line 1, page 2 of the FY 78 APP. It is not to be adjusted.

The other lines are self-explanatory; the goal lines come from the FY 78 APP (do not adjust).

Page 1a

Lines 2 and 6 - Data on these lines reflects intra-Career Service PCS transfers. When collated for the Career Service the losses should match the gains in number as no employee reflected herein would

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have left the Career Service in the move reported here. These numbers will not reflect in the Total Losses and Gains (Lines 4 and 6) on the Career Service consolidation.

Lines 3 and 7 - These lines reflect inter-Career Service transfers with a change of Career Service designation. The data on these two lines will not match for the Career Service report but when consolidated for the Agency, they should be equal, e.g., no employee reflected here has left the Agency in the move reported therein.

If for any reason your data on this page does not reflect the data on the computer list, please asterisk the number concerned and note on the back of the page the reason for and the number involved in the discrepancy.

Page 2

The totals on this page, both goals and "actual" will reflect on Line 9 and 10 of page 1.

Page 3

The data on this page supports the gross numbers for gains and losses on Page 1 and 1a. It provides the detail on the movement of personnel, intra and inter Career Service, "in" and "out" of the Agency, as well as conversions to professional status.

Pages 4, 5 and 6

Pages 4, 5 and 6 are important as evidence of personnel requirements; of temporary and permanent; intra and inter Career

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Service; and advancement of employees to professional status. Please insure this data is as accurate as possible.

Page 4 - As noted on the page, the numbers on the chart reporting "Planned Lateral Entry (External)" of GS-12 and above professional personnel will also be included in the data for the larger scope report on Planned Professional Gains. The purpose of this chart is to identify the numbers of employees with significant prior work experience entering the Agency.

Page 5 - As noted in the covering memorandum, include all individuals who are or have been on rotational assignments during the year. Rotation, intra or inter, is directed to employee enrichment, hence the interest here is the number of individuals having the experience rather than how many jobs were filled.

Page 6 - The FY 78 estimated figures are taken from the related chart in the FY 78 APP. Do not adjust; if there have been organizational changes between Career Services which impact significantly on the estimates, note on the page.

Pages 7 and 8

The FY 78 estimates are taken from the related charts on the FY 78 APP.

The supplemental chart on these pages, Professional ODS and Promotions, is provided for comparative data and basis for percentages. The ODS line comes from Page 2, and professional promotion from the computer listing.

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Pages 9 and 10

Same instructions apply here as for Professional except use the Technical employee data on Page 2 and from the computer listing.

Page 11

These are self-explanatory charts. The data for "Total Moves" comes from Page 4 and must match.

Page 12

The data for the EEO Core Objective Course percentages is taken from Page 13 report.

Page 13: Self-explanatory.

Page 14

Line 1 is historical data and is to be taken from the FY 78 APP.

Page 15

Report on the chart only those employees who are low ranked because of poor performance. We are not, in this report, concerned with low ranking because of an arithmetical requirement.

Line 7 reports only those in Line 1 who were low ranked in FY 76 but not so ranked in FY 77.

The sum of Lines 10 through 15, while not totalled on this page, should be at least the same as the number on Line 1. As noted on the page, remedial training should be reflected in the report only when that is the sole action and there is no reassignment or downgrading associated with it.

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Pages 16 and 17: Self-explanatory.

Page 18

Self-explanatory. The average rating data for FY 75, 76 and 77 is taken from the FY 78 APP.

Page 19

Meetings or briefings reported here must be at least at the Office level for all employees. At the Career Service or Directorate level, meetings of complete categories, such as all clerical, all secretaries, all junior officers, all middle grade officers, or combination thereof, should be counted. Meetings of Office Chiefs or Deputies are normal events and not considered valid for this report.

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FY 1979

ANNUAL PERSONNEL PLAN

PART II

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COMMENTS: \*INCLUDE ALL AND ONLY EMPLOYEES WITH SD OF CAREER SERVICE OR CAREER SUBGROUP.  
 \*\*OVERTIME INCLUDES OVERTIME DURING THE YEAR OF 1977, PROVIDED EMPLOYEES DO NOT HAVE PENDING DISABILITY RETIREMENT, EMPLOYEES ON REIMBURSABLE DETAIL, CHANGE IN SUBGROUP OR CAREER SERVICE DESIGNATION OR REASSIGNMENT.  
 \*\*\*GRANT INCLUDES GRANTS IN AGENCY FOR FISCAL YEAR 1977-1978. IF IN A SUBGROUP OR CAREER SERVICE DESIGNATION AS APPROPRIATE.

ORIGINAL BY D. J. [illegible]  
 DATE 12/11/78

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COMPONENT

	TOTAL	GS GRADE															SPS EP	WAGE BOARD
		18	17	16	15	14	13	12	11	10	09	08	07	06	05	04	03/02	
CAREER SERVICE ODS 9/30/77 (AVERAGE GRADE _____)	1																	
ACTUAL PERSONNEL LOSSES FY 78*	2																	
LOSSES BY CHANGE OF CAREER SUBGROUP**	3																	
LOSSES TO CAREER SERVICE (BY CHANGE OF CAREER SERVICE DESIGNATION)	4																	
LOSSES TO AGENCY	5																	
TOTAL LOSSES	6																	
ACTUAL PERSONNEL GAINS FY 78*	7																	
GAINS TO SUBGROUP**	8																	
GAINS TO CAREER SERVICE (BY CHANGE OF CAREER SERVICE DESIGNATION)	9																	
GAINS TO AGENCY	10																	
TOTAL GAINS	11																	
ACTUAL ODS 9/30/78 AFTER GAINS/ LOSSES AND BEFORE PROMOTIONS	12																	
ACTUAL PROMOTIONS AND DOWNGRADES FY 78 TO GRADE (+)	13																	
FROM GRADE (-)	14																	
ACTUAL ODS 9/30/78 AFTER PROMOTION (AVERAGE GRADE _____)	15																	
ACTUAL ADJUSTED CENSUS 9/30/78	16																	

COMMENTS:

\*INCLUDE ALL AND ONLY EMPLOYEES WITH SERVICE DESIGNATION OF SUBGROUP OR CAREER SERVICE CONCERNED.  
\*\*CAREER SERVICES ARE ASKED TO COMPLETE THE SUBGROUP LOSSES AND GAINS ON THIS PAGE AS THIS FIGURE GIVES A REFLECTION OF THE MOVEMENT WITHIN A CAREER SERVICE.  
DO NOT INCLUDE SUBGROUP NUMBERS IN TOTAL LOSSES AND GAINS.

REFERENCES: COMPUTER LISTINGS R484202 AND R426116

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PERSONNEL ON DUTY STRENGTH REPORT - FY 78

\_\_\_\_\_ COMPONENT

BY CATEGORY

GRADES	GS	18	17	16	15	14	13	12	11	10	09	08	07	06	05	04	03/02	TOTAL GS	SPS EP	WAGE BOARD	GRAND TOTAL
PROFESSIONAL																					
CAREER SERVICE ODS GOAL 9/30/78																					
CAREER SERVICE ODS ACTUAL 9/30/78																					
TECHNICAL																					
CAREER SERVICE ODS GOAL 9/30/78																					
CAREER SERVICE ODS ACTUAL 9/30/78																					
CLERICAL																					
CAREER SERVICE ODS GOAL 9/30/78																					
CAREER SERVICE ODS ACTUAL 9/30/78																					

COMMENTS: REFER TO THE PERSONNEL ON DUTY STRENGTH REPORT, SPS, EP, IN THE PERSONNEL ON DUTY STRENGTH REPORT.

REFERENCE: COMPUTER LISTING R426116

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COMPONENT

PROJECTED AND ACTUAL PERSONNEL LOSSES - FY 78

		TOTAL LOSSES			CLERICAL			TECHNICAL			PROFESSIONAL		
		EXTERNAL	INTERNAL		EXTERNAL	INTERNAL		EXTERNAL	INTERNAL		EXTERNAL	INTERNAL	
			CAREER SERVICE	SUBGROUP		CAREER SERVICE	SUBGROUP		CAREER SERVICE	SUBGROUP		CAREER SERVICE	SUBGROUP
FY 78 PROJECTION	1												
FY 78 ACTUAL	2												

PLANNED AND ACTUAL PERSONNEL GAINS - FY 78

		TOTAL GAINS			CLERICAL			TECHNICAL			PROFESSIONAL		
		EXTERNAL	INTERNAL		EXTERNAL	INTERNAL		EXTERNAL	INTERNAL		EXTERNAL	INTERNAL	
			CAREER SERVICE	SUBGROUP		CAREER SERVICE	SUBGROUP		CAREER SERVICE	SUBGROUP		CLER/TECH CONVERTS*	CAREER SERVICE SUBGROUP
FY 78 PROJECTION	3												
FY 78 ACTUAL	4												

COMMENTS: EXTERNAL - LOSSES OR GAINS OUTSIDE THE REPORTING

INTERNAL - ON-BOARD PERSONNEL, BUT TO OR FROM OUTSIDE THE REPORTING CAREER SERVICE OR SUBGROUP AND WITH A CHANGE IN SER. OR DESIGNATION

\*COMBINE CLERICAL AND TECHNICAL CONVERSIONS (PAGE 4) AS ONE NUMBER AND REPORT THAT NUMBER IN THIS COLUMN. WHEN TOTAL IS ADD THE COMBINED CLERICAL AND TECHNICAL NUMBER TO THE "SUBGROUP" NUMBER.

REFERENCE: COMPUTER LISTING R484204

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## PLANNED PROFESSIONAL GAINS

EXCLUDING CLERICAL AND TECHNICAL CONVERSIONS

		CAREER TRAINEES	COLLEGE TRAINED UNDERGRADUATE DEGREE				SPECIALIST AND/OR ADVANCED DEGREE		
			EXTERNAL	EXTERNAL	INTERNAL		EXTERNAL	INTERNAL	
					CAREER SERV	SUBGROUP		CAREER SERV	SUBGROUP
FY 78 PROJECTION	1								
FY 78 ACTUAL	2								

COMMENT: THE STATISTICS IN PLANNED LATERAL ENTRY CHART WILL BE INCLUDED IN THE EXTERNAL COLUMNS ABOVE.

COMPONENT

PLANNED LATERAL ENTRY (EXTERNAL) OF  
PROFESSIONAL PERSONNEL - GS-12 AND ABOVE

GRADES					
TOTAL	GS-16 AND ABOVE	GS-15	GS-14	GS-13	GS-12

COMMENT: SHOULD INCLUDE THE PLANNED ENTRY-ON-DUTY OF ALL EXPERIENCED PEOPLE FROM FEDERAL AGENCIES, BUSINESS, ACADEMIC, ETC. THESE ARE INCLUDED IN PROFESSIONAL GAIN CHART.

## MOVEMENT OF CLERICAL AND TECHNICAL GS EMPLOYEES INTO PROFESSIONAL STATUS

		NUMBER OF CLERICAL EMPLOYEES CONVERTED TO PROFESSIONAL STATUS				NUMBER OF TECHNICAL EMPLOYEES CONVERTED TO PROFESSIONAL STATUS			
		TOTAL	CONSEQUENCE OF ACADEMIC TRAIN- ING PRIOR TO EOD	CONSEQUENCE OF ACADEMIC TRAINING AFTER EOD	CONSEQUENCE OF ON- THE-JOB AND OTR TRAINING	TOTAL	CONSEQUENCE OF ACADEMIC TRAINING PRIOR TO EOD	CONSEQUENCE OF ACADEMIC TRAINING AFTER EOD	CONSEQUENCE OF ON- THE-JOB AND OTR TRAINING
FY 78 PROJECTION	3								
FY 78 ACTUAL	4								

COMMENT: NUMBERS IN PLANNED LATERAL ENTRY (EXTERNAL) ARE A SPECIFIC BREAK-OUT FROM NUMBERS IN PLANNED PROFESSIONAL GAINS

REFERENCE: COMPUTER LISTING R484204

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FY 78

\_\_\_\_ COMPONENT

## ROTATIONAL ASSIGNMENTS OF GS PROFESSIONAL EMPLOYEES

INTRA CAREER SERVICE ROTATIONAL ASSIGNMENTS FOR AGREED TOUR													
		NUMBER OF PROFESSIONAL MEMBERS OF OTHER SUBGROUPS IN YOUR CAREER SERVICE ASSIGNED ON ROTATION TO POSITIONS IN YOUR CAREER SUBGROUP TO FILL JOBS OR FOR DEVELOPMENTAL ASSIGNMENTS.					NUMBER OF PROFESSIONAL MEMBERS OF YOUR CAREER SUBGROUP ASSIGNED ON ROTATION TO OTHER CAREER SUBGROUPS IN YOUR CAREER SERVICE TO FILL JOBS OR FOR DEVELOPMENTAL ASSIGNMENT.						
		GS-16 AND ABOVE	GS 14-15	GS 12-13	GS 07-11	TOTAL		GS-16 AND ABOVE	GS 14-15	GS 12-13	GS 07-11	TOTAL	
						No.	%*					No.	%*
FY 78 PROJECTION	1												
FY 78 ACTUAL	2												

COMMENT: CONFINE TO EMPLOYEES WITH CAREER SUBGROUP DESIGNATION OTHER THAN THAT OF POSITION TO BE FILLED.

INTER CAREER SERVICE ROTATIONAL ASSIGNMENTS FOR AGREED TOUR													
		NUMBER OF PROFESSIONAL EMPLOYEES FROM OTHER CAREER SERVICES ASSIGNED ON ROTATION INTO YOUR CAREER SERVICE WITH NO CHANGE OF SERVICE DESIGNATION, TO FILL JOBS OR FOR DEVELOPMENTAL ASSIGNMENT.					NUMBER OF PROFESSIONAL EMPLOYEES ASSIGNED ON ROTATION FROM YOUR CAREER SERVICE TO ANOTHER CAREER SERVICE WITH NO CHANGE OF SERVICE DESIGNATION TO FILL JOBS OR FOR DEVELOPMENTAL ASSIGNMENT.						
		GS-16 AND ABOVE	GS 14-15	GS 12-13	GS 07-11	TOTAL		GS-16 AND ABOVE	GS 14-15	GS 12-13	GS 07-11	TOTAL	
						No.	%*					No.	%*
FY 78 PROJECTION	3												
FY 78 ACTUAL	4												

COMMENT: \*PERCENT OF PROFESSIONAL ODS.

REFERENCE: COMPUTER LISTING R484216

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COMPONENT

PROFESSIONAL EMPLOYEES - IDENTIFIED SEPARATION/REPLACEMENT REQUIREMENTS

		TOTAL	GS-16 AND ABOVE	GS-15	GS-14	GS-13	GS-12	GS-11 AND BELOW
FY 78 ESTIMATE ALL RETIREES	1							
FY 78 ACTUAL ALL RETIREES	2							
FY 78 ESTIMATE - RESIGNEES NOT DUE TO SURPLUS ACTION	3							
FY 78 ACTUAL - RESIGNEES NOT DUE TO SURPLUS ACTION	4							
FY 78 ESTIMATE - RESIGNEES DUE TO SURPLUS ACTION	5							
FY 78 ACTUAL - RESIGNEES DUE TO SURPLUS ACTION	6							
FY 78 ESTIMATE ALL LOSSES*	7							
FY 78 ACTUAL ALL LOSSES**	8							
FY 78 ESTIMATE REPLACEMENTS REQUIRED EXTERNAL	9							
INTERNAL	10							
FY 78 ACTUAL REPLACEMENTS EXTERNAL	11							
INTERNAL	12							

CIARDS RETIREES

1	FY 78 PROJECTION	
2	FY 78 ACTUAL	

CSRS RETIREES

3	FY 78 PROJECTION	
4	FY 78 ACTUAL	

COMMENTS: \*TOTAL LINES 1, 3 AND 5.  
\*\*TOTAL LINES 2, 4 AND 6.

REFERENCES: COMPUTER LISTING 219 FOR STAFF PERSONNEL, RY12590 FOR CONTRACT EMPLOYEES.

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PROFESSIONAL EMPLOYEES - STAFFING/PROMOTION

[illegible][illegible]

REFERENCES: COMPUTER LISTINGS R412592 AND R484186

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PROFESSIONAL EMPLOYEES - STAFFING/PROMOTION

[illegible][illegible]

COMMENT: \*PERCENTAGE FOR STAFFING IS OF TOTAL PROFESSIONAL ODS; FOR PROMOTION IT IS OF TOTAL PROFESSIONAL PROMOTIONS.  
N.B. WOMEN WHO HAVE A MINORITY RACIAL ORIGIN ARE REFLECTED IN THE REPORTS ON BOTH WOMEN AND MINORITY CATEGORY.

REFERENCES: COMPUTER LISTINGS R412592 AND R484186

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EEO STATISTICS - FY 78

### TECHNICAL EMPLOYEES - STAFFING/PROMOTION

TOTAL TECHNICALS

[illegible][illegible]

COMMENT: \*PERCENTAGE FOR STAFFING IS OF TOTAL TECHNICAL EMPLOYEES ODS; FOR PROMOTION IT IS OF TOTAL TECHNICAL PROMOTIONS.  
N.B. BLACK WOMEN ARE REFLECTED IN THE REPORTS ON BOTH WOMEN AND BLACKS.

REFERENCES: COMPUTER LISTINGS R412592 AND R484186

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EEO STATISTICS - FY 78

TECHNICAL EMPLOYEES - STAFFING/PROMOTION

TOTAL TECHNICALS

[illegible][illegible]

COMMENT: \*PERCENTAGE FOR STAFFING IS OF TOTAL TECHNICAL EMPLOYEES ODS; FOR PROMOTION IT IS OF TOTAL TECHNICAL PROMOTIONS.  
N.B. WOMEN WHO HAVE A MINORITY RACIAL ORIGIN ARE REFLECTED IN THE REPORTS ON BOTH WOMEN AND MINORITY CATEGORY.

REFERENCES: COMPUTER LISTINGS R412592 AND R484186

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MOVEMENT OF CLERICAL AND TECHNICAL EMPLOYEES INTO PROFESSIONAL STATUS

COMPONENT

		NUMBER OF CLERICAL EMPLOYEES CONVERTED TO PROFESSIONAL STATUS									
		BLACKS		ASIAN AMERICANS		HISPANICS		WOMEN**		WHITE MALES	
		No.	%*	No.	%*	No.	%*	No.	%*	No.	%*
FY 78 PROJECTION	1										
FY 78 ACTUAL	2										

TOTAL MOVES TO PROFESSIONAL STATUS		
	CLERICAL	TECHNICAL
FY 78 PROJECTION		
FY 78 ACTUAL		

		NUMBER OF TECHNICAL EMPLOYEES CONVERTED TO PROFESSIONAL STATUS									
		BLACKS		ASIAN AMERICANS		HISPANICS		WOMEN**		WHITE MALES	
		No.	%*	No.	%*	No.	%*	No.	%*	No.	%*
FY 78 PROJECTION	3										
FY 78 ACTUAL	4										

COMMENTS: \*PERCENTAGE OF THE TOTAL CLERICAL OR TECHNICAL PERSONNEL BEING CONVERTED TO PROFESSIONAL STATUS IS BASED ON PAGE 11.  
 \*\*WOMEN WHO ARE ALSO MEMBERS OF ONE OF THE MINORITY GROUPS WILL BE COUNTED IN BOTH PLACES; I.E., A BLACK WOMAN WOULD BE COUNTED IN BOTH BLACK AND WOMEN'S FIGURES.

REFERENCE: COMPUTER LISTING R484204

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COMPONENT

FY 78

TRAINING ENROLLMENT OF MINORITY AND WOMEN PROFESSIONAL EMPLOYEES

		EEO CORE OBJECTIVE COURSES*								OTHER OTR COURSES							
		BLACK		ASIAN AMER.		HISPANIC		WOMEN		BLACK		ASIAN AMER.		HISPANIC		WOMEN	
		No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
FY 78 GOALS	1																
FY 78 ACHIEVEMENTS	2																

		COMPONENT CONDUCTED TRAINING								EXTERNAL TRAINING							
		BLACK		ASIAN AMER.		HISPANIC		WOMEN		BLACK		ASIAN AMER.		HISPANIC		WOMEN	
		No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
FY 78 GOALS	3																
FY 78 ACHIEVEMENTS	4																

EEO CORE COURSES							
		MID CAREER		MGT. SEMINAR		SR. SEMINAR	
		No.	%	No.	%	No.	%
FY 78 GOALS	5						
FY 78 ACHIEVEMENTS	6						

COMMENTS: PERCENTAGE INDICATED IS OF THE TOTAL NUMBER REPORTED FOR THE ABOVE COURSES ON PAGE 13.

\*EEO COURSES AS DEFINED BY THE EEO COORDINATOR ARE: MID-CAREER, MANAGEMENT SEMINAR, AND SENIOR SEMINAR.

REFERENCE: COMPUTER LISTING 601

COMMENT: REPORT MINORITIES AND WOMEN AS ONE NUMBER. DO NOT COUNT WOMEN TWICE. PERCENTAGE IS OF TOTAL ENROLLMENT IN COURSE ON PAGE 13.

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COMPONENT

FY 78

PLANNED OTR, COMPONENT AND EXTERNAL TRAINING\*

		MANAGEMENT AND EXECUTIVE DEVELOPMENT							OTR**	COMPONENT CONDUCTED	EXTERNAL
		FSM	GRID	MID CAREER	MGMT SEMINAR	SENIOR SEMINAR	LEVISION LEADER-SHIP SMR	PROGRAM FOR CREATIVE MGT			
FY 78 GOALS	1										
FY 78 ACHIEVEMENTS	2										
FY 78 NUMBER IN LINE 2 IDENTIFIED IN PDP	3										

FSM - FUNDAMENTALS OF SUPERVISION/MANAGEMENT  
GRID - MANAGERIAL GRID

COMMENTS: \*FOR COURSES NOT LISTED HERE BY NAME ATTACH LIST OF COURSES WITH NUMBER OF ENROLLEES.

\*\*DO NOT INCLUDE THOSE OTR COURSES IDENTIFIED IN MANAGEMENT AND EXECUTIVE DEVELOPMENTAL SECTION.

LANGUAGE POSITIONS AND CAPABILITY

		LANGUAGE POSITIONS		LANGUAGE CAPABILITY		
		TOTAL POSITIONS REQUIRING LANGUAGE S/2 OR HIGHER*	NUMBER OF POSITIONS WITH REQUIREMENTS FILLED	EMPLOYEE PLANNED GAINS, S/2 LEVEL OR HIGHER**	EMPLOYEE EXPECTED LOSSES, S/2 LEVEL OR HIGHER***	ESTIMATED ON DUTY STRENGTH S/2 LEVEL OR HIGHER
FY 78 GOALS	4					
FY 78 ACHIEVEMENTS	5					

COMMENTS: \*AS INDICATED ON LANGUAGE CONTROL REGISTER R426100E.

\*\*REFERS TO ADDITIONS TO A CAREER SERVICE ROSTER AND TO INDIVIDUALS COMPLETING LANGUAGE TRAINING WHOSE LEVEL OF COMPETENCE HAS BEEN ESTABLISHED BY OFFICIAL TEST.

\*\*\*REFERS TO NET LOSS OF PERSONNEL WHOSE LEVEL OF COMPETENCE HAS BEEN ESTABLISHED BY OFFICIAL TEST.

REFERENCES: COMPUTER LISTINGS R426100E AND 161

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FY 78

COMPONENT

PERSONAL RANK ASSIGNMENT

		TOTAL PRA	GS-18	GS-17	GS-16	GS-15	GS-14	GS-13	GS-12	GS-11	GS-10	GS-09	GS-08	GS-07 AND BELOW
TOTAL PRAS AS OF 9/30/77	1													
TOTAL PRAS AS OF 9/30/78	2													
FY 78 PRAS AS PERCENT OF 9/30/78 ODS	3													
INITIAL PRA NTE 6 MO TO 2 YRS IN EFFECT 10/1/78	4													
INITIAL PRA NTE 2 YRS IN EFFECT 10/1/78	5													
PRAS WHICH HAVE* BEEN EXTENDED BEYOND INITIAL NTE	6													
TOTAL LINES 4-6 (EQUALS TOTAL OF LINES 8 AND 9)	7													
ONE GRADE PRA	8													
TWO OR MORE GRADE PRA	9													

AVERAGE GRADE INCUMBENT ( )

COMMENTS: \*If PRA INTERRUPTED BY LESS THAN ONE YEAR IN A NON-PRA ASSIGNMENT, COUNT AS CONTINUOUS PRA ASSIGNMENT.

AVERAGE GRADE POSITION ( )

ONLY PRAS IN EXISTENCE 9/30/78 NEED BE INCLUDED IN FY 78 DATA.

REFERENCE: COMPUTER LISTING R412536



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PROFESSIONAL AND TECHNICAL SKILLS

		TOTAL		GS-15/ABOVE		GS-14		GS-13		GS-12		GS-11		GS-10		GS-09		GS-08		GS-07/BELOW	
		FY 77	FY 78	FY 77	FY 78	FY 77	FY 78	FY 77	FY 78	FY 77	FY 78	FY 77	FY 78	FY 77	FY 78	FY 77	FY 78	FY 77	FY 78	FY 77	FY 78
TOTAL RANKED IN LOWEST PERCENTILE DUE TO PERFORMANCE	1*																				
NUMBER OF EMPLOYEES COUNSELED	2																				
AGENCY SERVICE - 5 YEARS OR LESS	3																				
AGENCY SERVICE - 6 TO 13 YEARS	4																				
AGENCY SERVICE - 14 TO 20 YEARS	5																				
AGENCY SERVICE - OVER 20 YEARS	6																				
HOW MANY RANKED IN LOWEST PERCENTILES IN FY 76 AND FY 78	7																				
HOW MANY RANKED IN LOWEST PERCENTILES IN FY 77 AND FY 78	8																				
HOW MANY RANKED IN LOWEST PERCENTILES IN FY 76, FY 77 AND FY 78	9																				
ACTION TAKEN																					
TERMINATION/RESIGNED WITHOUT RETIREMENT	10																				
RETIRED VOLUNTARY OR INVOLUNTARY	11																				
REASSIGNED**	12																				
REDUCED TO LOWER GRADE**	13																				
NO ACTION	14																				
GIVEN REMEDIAL TRAINING	15																				

COMMENTS: \*LINES 2-15 REFER ONLY TO EMPLOYEES IDENTIFIED IN LINE 1.

\*\*AN EMPLOYEE WHO IS BOTH REASSIGNED AND REDUCED TO LOWER GRADE

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COMPONENT

FY 78 PROMOTION STATISTICAL DATA  
PROFESSIONAL EMPLOYEES

		EMPLOYEES PROMOTED TO GRADE												TOTAL OF EMPLOYEES NOT PROMOTED											
		18	17	16	15	14	13	12	11	10	09	08	GS-07 & BELOW	18	17	16	15	14	13	12	11	10	09	08	GS-07 & BELOW
NUMBER	1																								
AVERAGE AGE*	2																								
FY 78 MEDIAN - TIME IN GRADE (MONTHS)**	3																								
FY 77 MEDIAN TIME IN GRADE	4																								
FY 78 AVERAGE TIME IN GRADE (MONTHS)***	5																								
AVERAGE TIME IN GRADE FY 77	6																								
AVERAGE TIME IN GRADE FY 76****	7																								
AVERAGE TIME IN GRADE FY 75	8																								

COMMENTS:

\*INDICATE AVERAGE AGE AT TIME OF PROMOTION.  
\*\*INDICATE MEDIAN TIME IN GRADE FROM WHICH PROMOTED.  
\*\*\*INDICATE AVERAGE TIME IN GRADE FROM WHICH PROMOTED.  
\*\*\*\*15 MONTH PERIOD - 1 JULY 75 - 30 SEPTEMBER 76

EMPLOYEES NOT PROMOTED

\*INDICATE AVERAGE AGE OF EMPLOYEES IN THE GRADE WHO WERE NOT PROMOTED.  
\*\*INDICATE MEDIAN TIME IN GRADE FOR EMPLOYEES IN THE GRADE WHO WERE NOT PROMOTED.  
\*\*\*INDICATE AVERAGE TIME IN GRADE FOR EMPLOYEES IN THE GRADE WHO WERE NOT PROMOTED.

REFERENCE: COMPUTER LISTING R484186

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SEPARATION OF CIVILIAN STAFF PERSONNEL - FISCAL YEAR 1978

\_\_\_\_\_  
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How many AF identified officers separated? \_\_\_\_\_

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## FITNESS REPORT RATING PROFILES

GRADE	TOTAL NUMBER RATED	RATING BY NUMBER AND PERCENTAGE										AVERAGE RATING			
		UNSATISFACTORY		MARGINAL		PROFICIENT		STRONG		OUTSTANDING		1975	1976	1977	1978
		No.	%	No.	%	No.	%	No.	%	No.	%				
TOTAL GS															
GS-18															
GS-17															
GS-16															
GS-15															
GS-14															
GS-13															
GS-12															
GS-11															
GS-10															
GS-09															
GS-08															
GS-07															
GS-06															
GS-05															
GS-04															
GS-03															

COMMENT: THE PERCENTAGE OF THE INDIVIDUALS IN EACH GRADE RATED AS

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\_\_\_\_\_  
COMPONENT

GROUP COMMUNICATIONS

NUMBER OF MEETINGS OR GENERAL BRIEFINGS HELD DURING THE FISCAL YEAR FOR ALL MEMBERS OF A CAREER SUBGROUP OFFICE OR DDO DIVISION*					
FY 76 GOALS	FY 76 ACHIEVEMENTS	FY 77 GOALS	FY 77 ACHIEVEMENTS	FY 78 GOALS	FY 78 ACHIEVEMENTS

COMMENT: \*INTERPRET AS APPLYING TO ANY MEETING HELD FOR ALL EMPLOYEES ASSIGNED TO A SENIOR STAFF, OFFICE OR A DDO DIVISION. DO NOT REPORT MEETINGS FOR ANY GROUP SMALLER THAN A MAJOR COMPONENT OR A DIRECTORATE OR THE EXECUTIVE OFFICES.

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DD/A Registry

78-2582

20 JUN 1978

**DD/A Registry**  
**File** *Personnel*

MEMORANDUM FOR: Deputy Director for Administration  
Deputy Director for National Foreign Assessment  
Deputy Director for Operations  
Deputy Director for Science and Technology  
Chairman, Executive Career Service Board

FROM : F. W. M. Janney  
Director of Personnel

SUBJECT : FY 1979 Annual Personnel Plan

1. At the request of the Director, the FY 1979 Annual Personnel Plan will be prepared in two parts; Phase I - Projections for FY 1979, and Phase II - Achievements for FY 1978. The purpose of the division is to enable the Director to review and approve your personnel goals for FY 1979 prior to the beginning of the fiscal year.

2. Forwarded herewith are the formats and instructions for completion of the FY 1979 Annual Personnel Plan, Phase I - Projections. The formats and guidances for Phase II will follow after conclusion of the current fiscal year. Phase I must be completed and submitted to the DCI for approval not later than 20 September 1978. To allow time for review and analysis, it is essential that the original and one copy of the completed Career Service consolidated report and one clean copy of each Subgroup report reach the Office of Personnel not later than Thursday, 31 August 1978. The original of the Career Service report will be provided to the DCI.

3. The Annual Personnel Plan is one of the principal reports used at the DCI level in analyzing the Career Service personnel goals and achievements. With increasing financial restraints and reductions in personnel, the APP becomes an even more meaningful planning paper for effective personnel management. In developing this APP, particular attention should be focused on your planned promotions for FY 1979

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making certain that projections meet the target guidelines for your Career Service. Representatives from my office will meet with your senior personnel officers and others concerned with the development of your Career Service plans to discuss the guidelines in detail.

STATINTL

  
F. W. M. Janney ✓

Atts.  
As Stated

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AIDS AND GUIDANCE FOR PREPARATION OF  
THE FY 79 APP REPORT (PART II)

OVERALL: Do not adjust goals your components established on the FY 78 APP, nor any of the historical data for FY 77 or prior years.

Page 1

When this page is used by the Career Service Subgroups, the Losses and Gains will include all three types of losses and gains on Page 1a. This provides a basis for Career Service review of personnel movement as it affects the individual offices. In developing the Career Service APP, however, this page will summarize only the losses and gains for Career Service and for the Agency. (Lines 3 and 4 & 7 and 8 of Page 1a.) The Office of Personnel will develop the Agency Loss and Gain statistics from the Career Service submissions, e.g., Lines 4 and 8 only on Page 1a.

Line 1 data should be taken from Line 1 on Page 1 of the FY 78 APP. This data is not to be adjusted. It is historical data.

Line 2 will be the same as Line 1, page 2 of the FY 78 APP. It is not to be adjusted.

The other lines are self-explanatory; the goal lines come from the FY 78 APP (do not adjust).

Page 1a

Lines 2 and 6 - Data on these lines reflects intra-Career Service PCS transfers. When collated for the Career Service the losses should match the gains in number as no employee reflected herein would

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have left the Career Service in the move reported here. These numbers will not reflect in the Total Losses and Gains (Lines 4 and 6) on the Career Service consolidation.

Lines 3 and 7 - These lines reflect inter-Career Service transfers with a change of Career Service designation. The data on these two lines will not match for the Career Service report but when consolidated for the Agency, they should be equal, e.g., no employee reflected here has left the Agency in the move reported therein.

If for any reason your data on this page does not reflect the data on the computer list, please asterisk the number concerned and note on the back of the page the reason for and the number involved in the discrepancy.

#### Page 2

The totals on this page, both goals and "actual" will reflect on Line 9 and 10 of page 1.

#### Page 3

The data on this page supports the gross numbers for gains and losses on Page 1 and 1a. It provides the detail on the movement of personnel, intra and inter Career Service, "in" and "out" of the Agency, as well as conversions to professional status.

#### Pages 4, 5 and 6

Pages 4, 5 and 6 are important as evidence of personnel requirements; of temporary and permanent; intra and inter Career

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Service; and advancement of employees to professional status. Please insure this data is as accurate as possible.

Page 4 - As noted on the page, the numbers on the chart reporting "Planned Lateral Entry (External)" of GS-12 and above professional personnel will also be included in the data for the larger scope report on Planned Professional Gains. The purpose of this chart is to identify the numbers of employees with significant prior work experience entering the Agency.

Page 5 - As noted in the covering memorandum, include all individuals who are or have been on rotational assignments during the year. Rotation, intra or inter, is directed to employee enrichment, hence the interest here is the number of individuals having the experience rather than how many jobs were filled.

Page 6 - The FY 78 estimated figures are taken from the related chart in the FY 78 APP. Do not adjust; if there have been organizational changes between Career Services which impact significantly on the estimates, note on the page.

Pages 7 and 8

The FY 78 estimates are taken from the related charts on the FY 78 APP.

The supplemental chart on these pages, Professional ODS and Promotions, is provided for comparative data and basis for percentages. The ODS line comes from Page 2, and professional promotion from the computer listing.

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Pages 9 and 10

Same instructions apply here as for Professional except use the Technical employee data on Page 2 and from the computer listing.

Page 11

These are self-explanatory charts. The data for "Total Moves" comes from Page 4 and must match.

Page 12

The data for the EEO Core Objective Course percentages is taken from Page 13 report.

Page 13: Self-explanatory.

Page 14

Line 1 is historical data and is to be taken from the FY 78 APP.

Page 15

Report on the chart only those employees who are low ranked because of poor performance. We are not, in this report, concerned with low ranking because of an arithmetical requirement.

Line 7 reports only those in Line 1 who were low ranked in FY 76 but not so ranked in FY 77.

The sum of Lines 10 through 15, while not totalled on this page, should be at least the same as the number on Line 1. As noted on the page, remedial training should be reflected in the report only when that is the sole action and there is no reassignment or downgrading associated with it.

Pages 16 and 17: Self-explanatory.

Page 18

Self-explanatory. The average rating data for FY 75, 76 and 77 is taken from the FY 78 APP.

Page 19

Meetings or briefings reported here must be at least at the Office level for all employees. At the Career Service or Directorate level, meetings of complete categories, such as all clerical, all secretaries, all junior officers, all middle grade officers, or combination thereof, should be counted. Meetings of Office Chiefs or Deputies are normal events and not considered valid for this report.